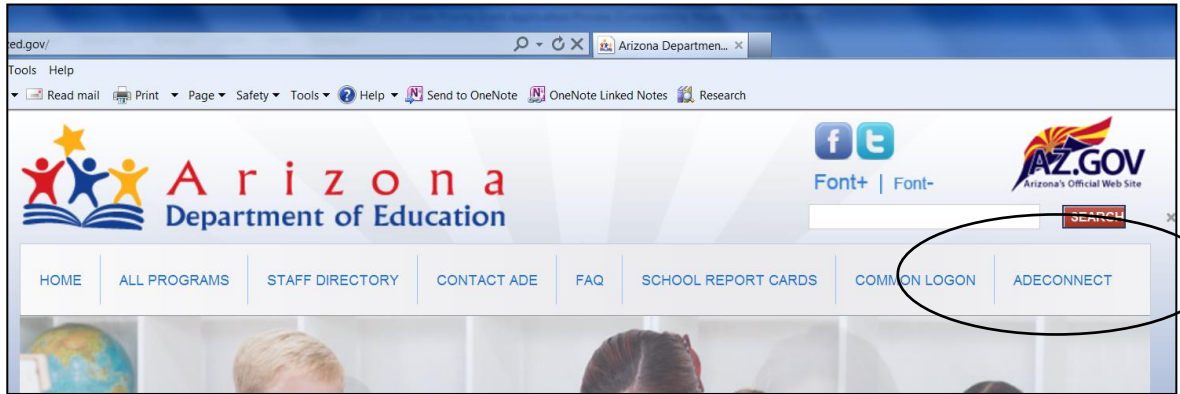


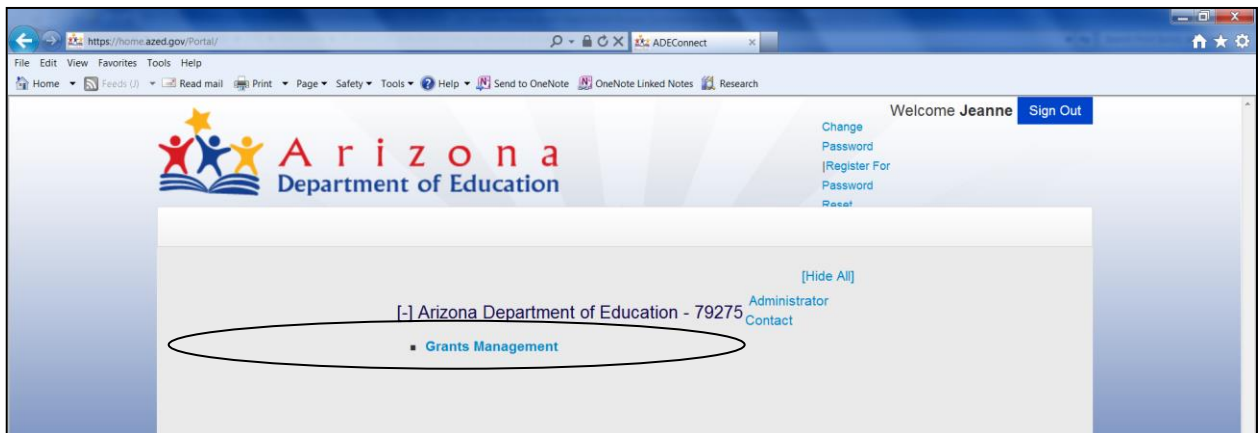
FY 2015 CTE State Priority Grant Application Process

Part I: Entering the GME System for the CTE State Priority Grant

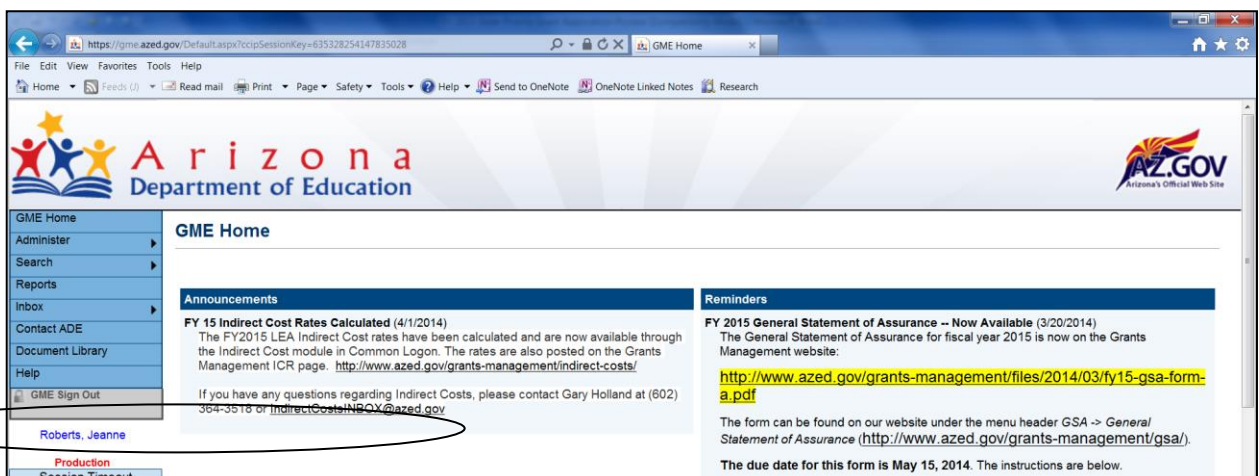
1. Go to the ADE Home Page at <http://www.azed.gov/>
Select **ADECONNECT** in the upper right hand corner.



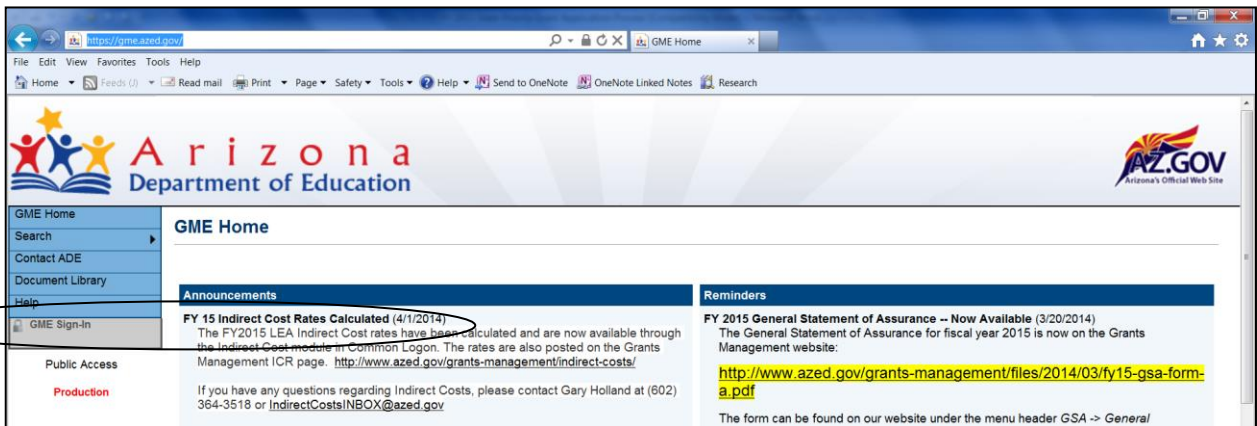
2. Select Grants Management



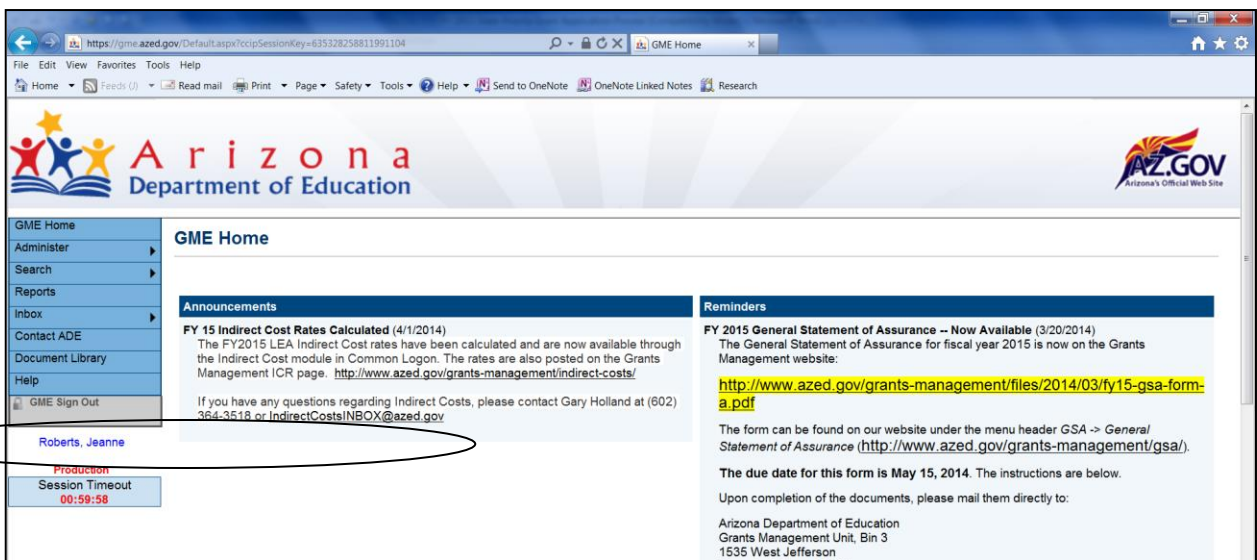
3. The GME Home page will appear and your name should appear on left-hand column.



4. The GME system can also be accessed through <https://gme.azed.gov/>. Select GME Sign-In.

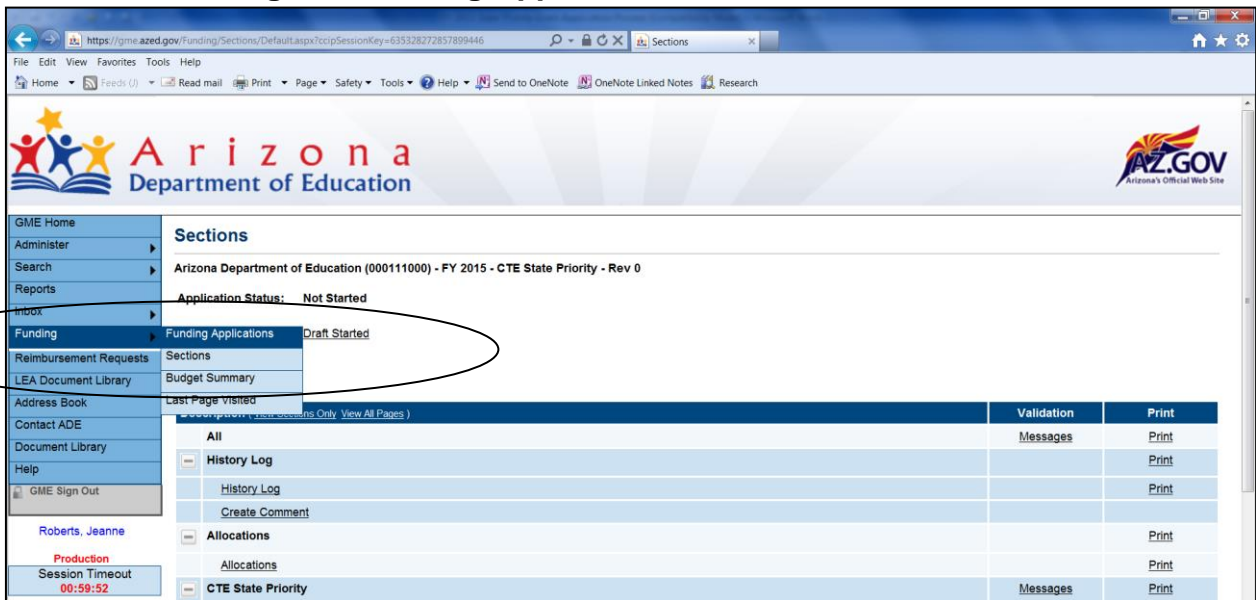


5. Your name should appear on left hand column.



Part II: Creating the CTE State Priority Grant Application

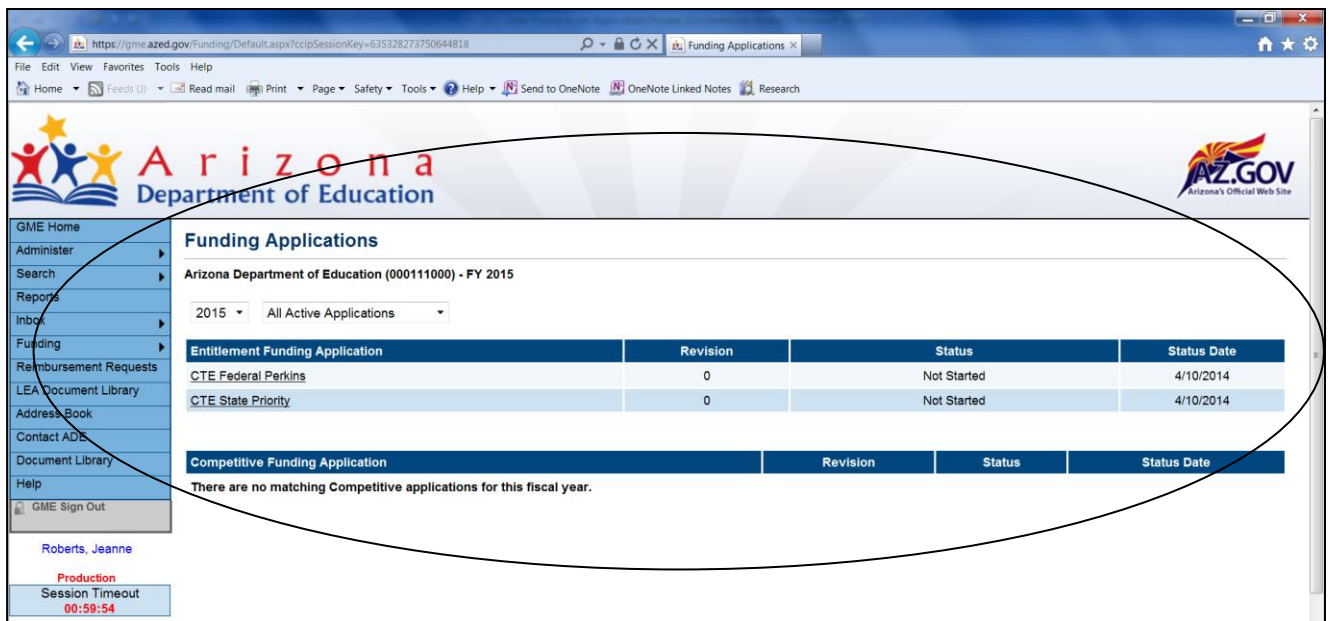
1. Select Funding and Funding Applications



The screenshot shows the Arizona Department of Education (AZ.gov) website. The left sidebar contains a menu with 'Funding' highlighted. The main content area displays 'Sections' for 'Arizona Department of Education (000111000) - FY 2015 - CTE State Priority - Rev 0'. The 'Application Status' is 'Not Started'. A table lists various sections with 'Validation' and 'Print' links.

	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		Print
Allocations		Print
Allocations		Print
CTE State Priority	Messages	Print

2. The grants available to the district are listed with the status **"Not Started"**. Note: The Funding Year may need to be changed to 2015.



The screenshot shows the Arizona Department of Education (AZ.gov) website. The left sidebar contains a menu with 'Funding' highlighted. The main content area displays 'Funding Applications' for 'Arizona Department of Education (000111000) - FY 2015'. The page shows a table of funding applications with columns for 'Revision', 'Status', and 'Status Date'. The status for both is 'Not Started'.

Entitlement Funding Application	Revision	Status	Status Date
CTE Federal Perkins	0	Not Started	4/10/2014
CTE State Priority	0	Not Started	4/10/2014

Competitive Funding Application	Revision	Status	Status Date
There are no matching Competitive applications for this fiscal year.			

3. Select **CTE State Priority** and then select **Draft Started**.

Sections

Arizona Department of Education (000111000) - FY 2015 - CTE State Priority - Rev 0

Application Status: Not Started

Change Status To: **Draft Started**

View ADE History Log
View Change Log

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
History Log		Print

4. This prompt will appear to “confirm” draft is being started. Select **“Confirm”**.

Status Change Confirmation

Arizona Department of Education (000111000) - FY 2015 - CTE State Priority - Rev 0

You are about to change the status to Draft Started. Click Confirm to change the status.

Confirm Cancel

5. The Application Status changed from **Not Started** to **Draft Started**. This shows all the Sections of the State Priority grant application.

Application Status: Draft Started

Change Status To: Draft Completed

View ADE History Log
View Change Log

Description (View Sections Only View All Pages)	Validation	Print
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
CTE State Priority	Messages	Print
Budget	Messages	Print
Budget Overview		Print
Related Documents		Print
Contacts		Print
Contacts		Print
Substantially Approved Dates		Print
Substantially Approved Dates		Print
CTE State Priority Checklist		Print
CTE State Priority Checklist		Print

6. Refer to the step by step instructions on creating the budget in the FY15 Federal Perkins Grant Application Process handout found in Section 2, pages 10-18.
7. Use the CTE State Priority Checklist as a guide in the requirements for completing the budget pages.

The screenshot shows the 'CTE State Priority Checklist' form from the Arizona Department of Education. At the top, it identifies the document as 'FY 2015 - CTE State Priority - Rev 0 - CTE State Priority Checklist'. Below this is a 'Go To' button and a paragraph explaining the tool's purpose: to help communicate feedback to the local educational agency (LEA) on the submission of their CTE State Priority Application. A bulleted list of instructions follows, detailing the review process by specialists and the 'Attention Needed' status. The main section is titled 'Checklist Description' and includes a 'Collapse All' / 'Expand All' toggle. The first item, '1. Budget', is expanded, showing a table with eight numbered requirements for budgeting, such as listing expenditures, salaries, benefits, stipends, substitutes, and supplies. A dropdown menu next to the '1. Budget' header shows 'Not Reviewed'.

8. The GPS will review and for those items with “**Attention Needed**” a narrative will follow the specific item indicating the additional revisions required.
9. The approval process for the CTE State Priority Grant is as follows:
 - Draft Started
 - Draft Completed
 - LEA Business Manager Approved
 - LEA Authorized Representative Approved-arrives at ADE/CTE for review
 - SEA CTE State Priority Program Specialist Approved (your assigned GPS)
 - SEA CTE State Priority Director Approved

If you need any assistance, contact your Grants Program Specialist.